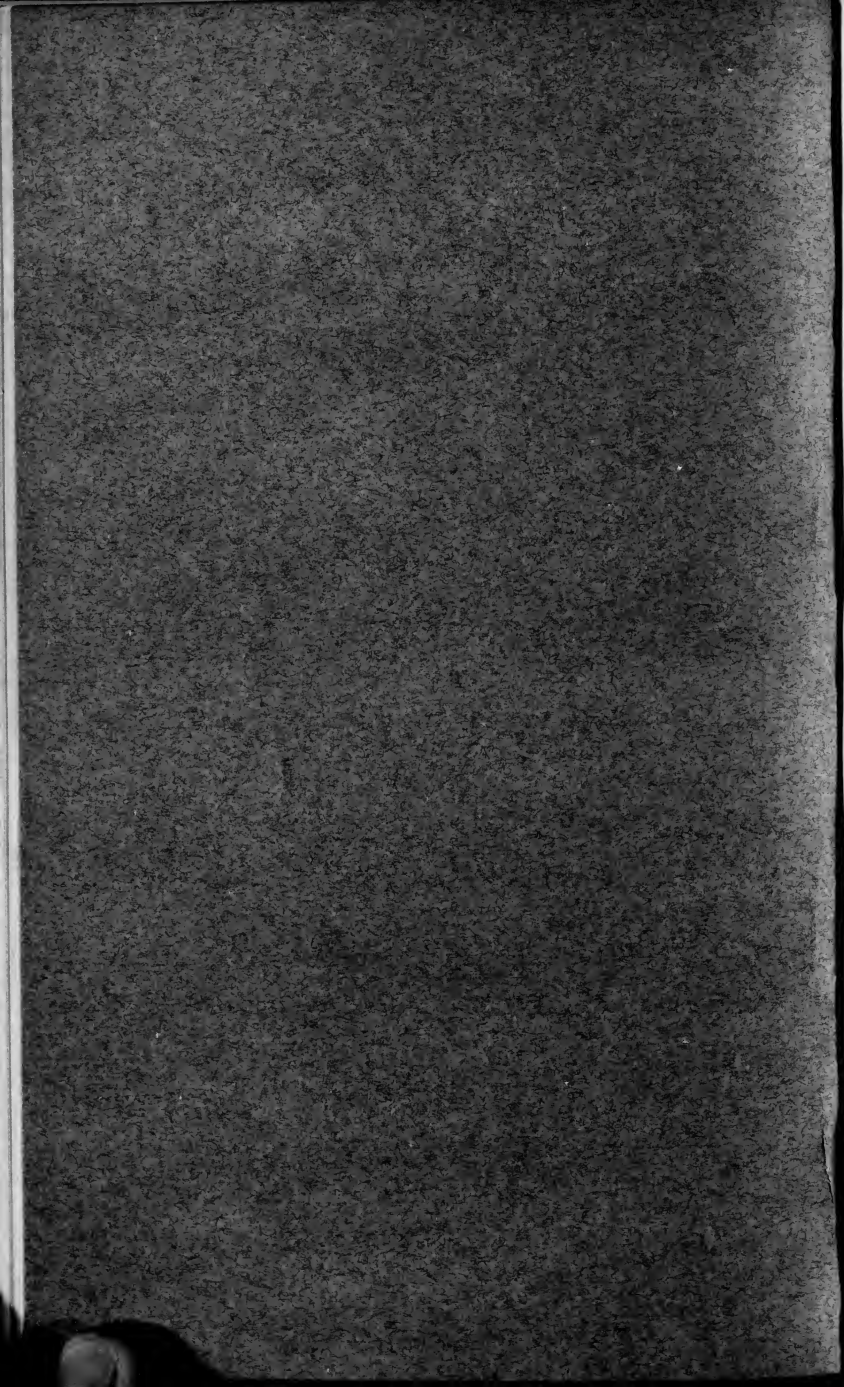


ANNUAL REPORTS OF
BOARD OF TRUSTEES AND
LIBRARIAN OF THE PUBLIC
LIBRARY OF THE DISTRICT
OF COLUMBIA - - - 1929



THIRTY-SECOND ANNUAL REPORT OF THE
BOARD OF TRUSTEES
AND
THIRTY-FIRST ANNUAL REPORT OF THE
LIBRARIAN OF THE PUBLIC LIBRARY
OF THE DISTRICT OF COLUMBIA

FOR THE FISCAL YEAR
ENDED JUNE 30

1929



UNITED STATES
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¹ Mr. Bell died on Oct. 1, 1929. Appropriate resolutions were passed at a special meeting of the board on Oct. 3.

² The president is ex officio a member of all committees.

REPORT OF THE BOARD OF TRUSTEES OF THE PUBLIC LIBRARY

WASHINGTON, D. C., *October 3, 1929.*

The COMMISSIONERS OF THE DISTRICT OF COLUMBIA:

The trustees have the honor to present herewith the report of the Public Library for the fiscal year 1929. It consists of the administrative report in some detail of the librarian and of a summary by the trustees of the more important advances made during the year, with suggestions for the further growth and development of an adequate public-library system for the National Capital.

THE YEAR'S PROGRESS

The trustees take pleasure in recording the substantial progress of the year. Improvement is shown all along the line in the quality of the work; especially in the increase in purposeful reading resulting from the activities of the readers' advisers; in the steadily rising use of the improved facilities for the study of local material furnished by the Washingtoniana division; in the increase in intelligent demands made on the reference and research departments; and in the enthusiastic response of parents and teachers, both as groups and individuals, to the services of the children's department and the division of pedagogy and child study.

Through the operation of the personnel classification legislation, the library is more and more drawing into its employ persons of high academic and professional qualifications, who see the library's opportunities for sound educational work and are, therefore, constantly increasing and improving the service.

It is especially gratifying to the trustees that legislation during the past year established a subbranch on Conduit Road and permits the opening of one at Woodridge during the current year; that a site was purchased for a major branch in northeast Washington; that the bill H. R. 16662, authorizing a \$2,000,000 library-expansion program, passed the House and was favorably reported to the Senate by the Senate Committee on the District of Columbia, though it failed of passage owing to the congestion during the last days of Congress. The prospects of the passage of the bill at the ensuing session seem excellent.

CENTRAL LIBRARY BUILDING ENLARGEMENT

The central library is greatly handicapped by lack of space. In canvassing methods for the enlargement of the central building, which occupies space on Mount Vernon Square, a Federal reservation under the supervision of the Office of Public Buildings and Public Parks of the National Capital, it was discovered that there was

opposition on the part of the National Capital Park and Planning Commission to the occupancy of additional space on the north side of the building for its enlargement. The commission invited the president of the library board and the librarian to appear before it for a discussion of the problem of the additional space needed for the building enlargement. At this conference the commission continued to withhold its sanction of the occupancy of space to the north of the library building, but indicated its willingness to approve of the occupancy of space to the east and west of the building. By the commission's direction sketch plans for a suggested enlargement of the central library by extensions to the east and west were prepared by its consulting architect, Mr. William T. Partridge, and the commission voted "to recommend to the library trustees and the librarian the development of plans based on the sketch plan and perspective of Mr. Partridge, and to record its opposition to any extension of the present building northward toward Mount Vernon Place." The trustees are exceedingly gratified at this expression of willingness of the commission to approve of the occupancy of additional space in Mount Vernon Square for an enlargement of the central library building.

THE LIBRARY'S FUTURE DEVELOPMENT

Such advances make the trustees feel that the growth of the library is sound and sure, and they look forward with confidence to its further wholesome development. Much, however, needs to be done, and the library still falls below the standards established by the American Library Association.

The library is serving 13.4 per cent of the population as against a reasonable minimum of 20 per cent. It circulates 2.83 books per capita. The American Library Association's minimum standard is 5 per capita. It operates through three major branches and five sub-branches (including the Woodridge subbranch to be opened next month); the average in 39 cities having a population of over 200,000 is 16.7. In a comparative table of libraries in cities of the above population for 1927-28, Washington stands twenty-fourth in respect to maintenance provision. For 1929 its figure is 64 cents per capita in contrast to the American Library Association's minimum of \$1 per capita. Moreover, Washington's share in the municipal budget is but 0.8 per cent, less than two-thirds of the average of that of all of the cities of the United States.

These figures give some indication of the expansion necessary if Washington is to be served properly with public-library facilities. The most pressing needs as described in the librarian's report are enlarged quarters for the central building, more branches, much larger book and binding funds, and a larger staff.

The trustees record with sadness the death on October 1 of their colleague, Charles J. Bell, who had been a valued member of the board since July 14, 1898.

Respectfully submitted.

THEODORE W. NOYES,
President Library Trustees.

REPORT OF THE LIBRARIAN

WASHINGTON, *August 12, 1929.*

LADIES AND GENTLEMEN: I have the honor to submit herewith my report on the work of the Public Library for the fiscal year ended June 30, 1929.

As usual, this report consists of brief reports to me by chiefs of divisions of the library service and by branch librarians and of my own comments on matters of general library administration, including library prospects and needs.

The principal statistical facts concerning the library's resources, the services it renders, and its finances will be found summarized in accordance with the American Library Association's approved form on pages 15 and 16.

The annual comparative table of municipal library expenditures, book circulations, and branch-library provision in American cities above 200,000 population as compared with Washington, which was formerly compiled here and had a regular place in these reports, is now regularly compiled at the headquarters office of the American Library Association. The statistical table for 1927-28 will be found in the *Library Journal* 54, page 322 (April 1, 1929).

The treasurer's report, covering the funds under the supervision of the library trustees, as well as a statement of the moneys collected by the library and turned over as required by law to the collector of taxes for deposit in the United States Treasury, will be found on pages 17 and 18.

THE FORWARD STEPS OF THE YEAR

Among the most significant events and tendencies of the year marking library progress may be mentioned the following:

1. The appropriation by Congress of \$35,000 in the 1930 appropriation bill for the purchase of a site for the proposed northeastern branch library. It is hoped that next year's estimates will carry an item for the building. This is the first definite move by Congress toward the erection of library buildings since the cessation of the Carnegie building gifts.

2. The appropriation by Congress of funds for the maintenance the present fiscal year of a subbranch in rented quarters in Woodridge. There has been a delay in opening this subbranch caused by court proceedings brought by a resident of the section, who unsuccessfully contested the right of the library trustees and District Commissioners to locate the branch in rented quarters in a building now being erected opposite the Woodridge branch post office. It is now hoped to open this subbranch about November 1.

3. Legislation authorizing the expenditure of \$2,000,000 for buildings and sites and other facilities for the Public Library as proposed by H. R. 16662 was all but enacted by the Seventieth Congress. This

bill, introduced by Representative Ernest W. Gibson, of Vermont, and favorably reported by him from the House Committee on the District of Columbia, was passed by the House of Representatives on February 25, 1929. It was reported favorably by Senator Arthur Capper, chairman of the Senate Committee on the District of Columbia, on February 28, but owing to a filibuster and jam at the end of the session it failed of passage. The prospects for such legislation at the coming regular session are good.

4. Prospects for the enlargement of the central building have been improved by reason of the fact that the National Capital Park and Planning Commission, following a hearing given to the president of the library trustees and librarian directed its consulting architect, Mr. William T. Partridge, to prepare a sketch plan and perspective as a suggestion for the enlargement of the building by extensions to the east and west, and later voted to recommend to the library trustees and librarian the development of plans based on this sketch plan and perspective. As the building is in Mount Vernon Square, a Federal reservation, and the commission had heretofore objected to its extension to the north, this action helps to open the way for an enlargement of the main library, urgently needed.

5. Temporary relief for the crowded condition of the central library seems a possibility in some building in the property to be acquired for the municipal center group. The library trustees' estimates included items for the rental of overflow quarters for administration near the central library. It has been suggested as an alternative that the library might have the use of some building of those to be presently purchased and that possibly a suitable building might be found and placed at the disposal of the library that would provide space not only for administration and storage but also as a down-town branch library.

CIRCULATION AND ADVISORY SERVICE

Registration and use.—The library circulated from all agencies into Washington homes and offices 1,561,621 volumes and 134,624 pictures, or 1,696,246 pieces. The book circulation decreased 1 per cent and the picture circulation decreased 9 per cent, as compared with the previous year. The registration figures show that 24,591 applicants registered for the privilege of borrowing books and that 74,950 cards were outstanding. Special-privilege cards were issued to 374 teachers, with a total of 1,353 such cards in force; 177 strangers registered by making deposits of \$5 each. The residents of adjacent counties of Maryland and Virginia who availed themselves of the right under the amended law of registering by the payment of \$3 each numbered 23.

Advisory service.—Numerous opportunities to encourage further individual reading and study came to the readers' advisers from persons who received their mental stimulus through motion pictures, grand opera, day or night schools, Community Institute or National Geographic Society lectures, mission study classes, etc.

There has been a development in group work the past year. Instructors of art and others brought their classes to the art and sociology divisions for study. Small collections of books were frequently sent to the Council of Social Agencies, District playgrounds'

office, and Washington Child Research Center for staff study; also to teachers for the study groups of parent-teacher associations.

For the furtherance of study and reading, numerous book lists and bibliographies were compiled in the various fields of knowledge. The annotated bibliographies were on Present-Day Thought in Religious Education for the Protestant Episcopal Convention held in Washington in October, 1928, on Child Study and Parent Education for the American Library Association in cooperation with the National Congress of Parents and Teachers, and one on modern art. Travel bibliographies for winter tourists covered the Mediterranean cruise, South and Central America, and Florida. Shorter lists were compiled for parent-teacher associations, the better homes exhibit, board of public welfare, community institute, social agencies, etc.

The publicity contribution to the library by the readers' advisers included articles or lists published in the library bulletin, the Sunday edition of the Washington Post, and the monthly bulletin of the District Federation of Parent-Teacher Associations. Talks were given by the sociology adviser before several schools and the Business and Professional Women's Club. (From the report of Grace B. Finney, chief of circulation and advisory service.)

MAJOR BRANCH LIBRARIES

The three major branches are open on the same week-day hours as the central library, normally 72 hours per week. Each is housed in its own building.

Takoma Park.—After a careful survey of the library in relation to the community it was decided to emphasize children's work this year. An older girls' and boys' room was opened and has proved very popular. Changing the physical appearance of the library to make it more attractive and convenient has occupied much time and thought. Assembling the reference books about the reference desk placed outside the charging desk has widened the scope of the reference and advisory service. Removing the low shelves from the entrance made the branch seem more hospitable and furnished much needed shelving for the children's room. Ninety community meetings were held in 1928-29 in the library, 27 more than were held in 1927-28. (From the report of Lorena G. Mondereau, acting librarian, Takoma Park branch.)

Southeastern.—In some ways the branch has experienced one of its most satisfactory years. It is interesting to note the growth of adult circulation as compared with the juvenile. In 1923-24, the first year of the branch's existence, the adult circulation was 38 per cent of the whole and the juvenile was 62 per cent. Last year the adult reached 46 per cent and the juvenile 54 per cent, indicating the constant development of young readers. The total circulation was 179,556 volumes, of which 83,380 were adult and 96,176 juvenile. Among outside activities in which the branch participated were the Southeast Community Center carnival and meetings of the parent-teacher associations at the Bryan and Stuart Junior High Schools.

Mount Pleasant.—An increase in registration of 951 over 1927-28 figures was accompanied by a decrease of 7,810 in circulation. This loss was in fiction. With present funds it is impossible to meet the demand for the new novels without slighting the needs of the student,

the worker, and the other readers of the more serious books. Non-fiction circulation increased along with the use of the reference department. Close cooperation with the educational institutions of the community was a helpful factor in book purchases. Under library auspices a series of six book talks was given during the winter months by members of the library staff and guest speakers. Six organizations used the auditorium regularly throughout the year and groups used it for special meetings. In addition to her work with clubs and other organizations, the readers' adviser gave four book talks to outside groups. Among the gifts of the year architectural magazines contributed by Dr. Karl Langenbeck were especially appreciated. (From the report of Ralph L. Thompson, branch librarian.)

MINOR BRANCH LIBRARIES

The four minor or subbranch libraries operated during the year are normally kept open for public use 32 hours weekly, according to a schedule uniform for the group. Chevy Chase is operated in rented quarters. Tenley finds quarters in a remodeled police station. Eastern High is housed in the school building bearing that name. Conduit Road occupies an antique wooden schoolhouse transferred to the library.

Chevy Chase.—In October, 1928, the opening periods were extended from three to six days a week. The circulation was 41,513 volumes, an increase of 20 per cent. The population of the community justifies a much larger circulation. To meet the needs of the community, the present book collection should be doubled. The demand for books for school work is much greater than the supply. An increasing number of high-school and college students are using the library. (From the report of Ada C. Cotton, branch librarian.)

Tenley.—The Tenley subbranch has been made a thing of beauty from a disheveled former police station. The influence of the physical appearance of a building is evidenced by the library's increasing popularity. This has been shown by an increase of 11,475 volumes circulation during the two years since the library was in the school building, 6,015 of which represent the gain of the past year. The marked development in adult work the past year would seem to make the opening of the second floor for children desirable since the the adult use has grown to almost one-half of the entire work, with a decided gain in juvenile work. (From the report of Elizabeth M. Mills, branch librarian.)

Eastern High.—The year has ended with the subbranch in good working order and the book collection in good condition both as to the variety and number of titles and the physical condition of the books. The circulation amounted to 37,504 and the registration is now 1,618. The library still draws the greater part of its patronage from the high-school pupils and teachers. The teachers are particularly appreciative of the library. The population around Eastern High School is a very changing one and each newcomer in the neighborhood needs to be trained into library habits. (From the report of Miriam U. Chisholm, branch librarian.)

Conduit Road.—The subbranch was opened on November 27, 1928, in a building, the last of the 1-room schools in the District. The circulation was 10,503 volumes—4,996 adult and 5,507 juvenile. The

number of registered card holders is 394, but many are using cards secured at some other library agency. The neighboring communities of Foxall Village and Potomac Heights have been appreciative and cooperative. The Francis Scott Key, Reservoir, and Chain Bridge schools are within a mile. The mounted policeman of the precinct has brought book requests from the firemen of the near-by fire station. These books have been delivered to them by the branch librarian. The old school house has been painted inside and out, and a small addition was built for staff kitchen and workroom. The building which has now been made attractive is located on the edge of a beautiful ravine, a Government park. The National Capital Park and Planning Commission has improved the surroundings, and Miss Mary B. Lazenby, a neighbor, has spent much time to good purpose in planting and caring for flowers around the building. (From the report of Mildred A. Page, branch librarian.)

EXTENSION DIVISION

There are now 11 stations in the extension division. Lansburgh's department store discontinued the one there in January. Three others have opened. Public Buildings and Parks, the Playground Office, and the Hecht Co. are the custodians of book collections from the library. They are showing their gratitude by the use which the books receive. From the standpoint of figures the year has not been an unqualified success. The loss in circulation resulted from the change of policy at one of the high schools, and, more serious still, from the lack of books. The book fund is in no way adequate to the demand. Three times as many books were sent out to stations and to high schools and colleges as belong to the division collection. (From the report of Blanche A. Smith, supervisor, extension division.)

REFERENCE DEPARTMENT

General and central reference room.—The fact-finding service of the library in the main reference room and the branches has looked up information on many different subjects. In the reference room record was kept of 9,046 questions, of which 1,418 were telephone calls. The use of the telephone was 28.3 per cent more than the previous year. For example, a newspaper man asked for the exact quotation of Micawber's dictum about annual income, expenditure, and happiness or misery. Lists published include 10 annotated short reading lists for distribution at the Community Institute lectures, a revised edition of the list on contemporary artists, a list on workers' education, and one on play production.

The Washingtoniana division completed its first year in its own quarters, accomplishing excellent results. A record was kept of 894 questions in this division and 492 in the reference room, making a total of 1,368 on local subjects, of which 131 were by telephone. The number of visitors was 1,534. Typical uses of the collection were by a real-estate representative for the history of the land at Fourteenth and K Streets; the National Capital Park and Planning Commission for material in preparation of a moving picture of the history of Washington. An exhibit was shown at the Washington Building as a part of the inaugural committee exhibit, and three exhibits

were displayed in the cases outside of the room. A revised edition of the list of books about Washington was published. The curator spoke on methods used in the division at the Special Libraries Association conference.

The technology division, formerly the industrial division, had a circulation of 38,671, a decrease of 1,079, or 2.79 per cent, from the previous year. Reference work has been of unusual variety and interest. A case illustrating help given to a business man is that of an employee of an automobile reconditioning shop, who has found helpful information here, has now been made manager, and has expressed his gratitude to the library for much which he has accomplished. Work with Federal Government and District of Columbia departments, especially by telephone, is increasing. Publications include a new monthly bulletin listing important additions to the collection and a bibliography on aeronautics, which has been very popular. (From the report of Emma Hance, director of reference work; including reports of Katharine K. Patten, curator of Washingtoniana, and Ruth H. Todd, chief, technology division.)

CHILDREN'S DEPARTMENT

The children's department had for the past year a circulation of 814,981 volumes in the schools division, extension division, and 8 children's rooms. A loss of 6,218 volumes from the previous year was registered. This loss is directly attributable to insufficient book stock and insufficient funds to bind books needed for circulation. The library had actually fewer juvenile books to circulate last year than it had the year before.

The year has been particularly busy with advisory work with adults in children's reading. In October a meeting was held in the central children's room for the chairmen on children's reading of the District of Columbia Federation of Parent-Teacher Associations. A talk on available children's literature and standards in children's reading was given. As a result of this meeting 20 exhibits of children's books with lists were sent for as many meetings of the association.

The senior and junior high school teachers of the public schools were invited to the library to see its various resources and to talk over book problems. About 130 teachers, to whom tea was served, came and looked over the various activities of the library especially planned for teachers and pupils.

Requests have come from all parts of the country for printed lists made by this department. These requests are from schools, libraries, other organizations, and individuals. Many special lists were made for Washington parents and others for individual children and for special needs. Typical examples of such work are: Purchase lists of 60 books each for eight grades of the Indian schools of the country made for the United States Office of Indian Affairs and a list compiled for the National Training School for Boys prepared after a visit to the school to look over its book collection.

The greatest library need of the children of Washington, other than sorely needed branches in thickly populated neighborhoods not now served by branches, is a book wagon to go to outlying neighborhoods where children are entirely without books in the summer, when

they have most time to read. At relatively slight expense 60 outlying communities could be thus served. (From the report of Louise P. Latimer, director work with children.)

SCHOOLS DIVISION

Books from this division were sent to 90 per cent of the elementary and junior high schools of the city during the past year. The total number of schools served was 166, consisting of 142 public, 20 parochial, and 4 private schools.

Without the understanding help of the able corps of Washington teachers the work of the library in the schools could not have been established nor developed to its present state. This was forcibly brought home during the American Library Association conference, which met in Washington in May, for the question most frequently asked of the schools division staff was, "How do you get such effective support from the teachers?" (From the report of Charlotte H. Clark, supervisor work with schools.)

FINE ARTS AND EXHIBITIONS

The circulation of mounted pictures was 134,624 and of art books 8,655. There were 15,021 pictures consulted in the art room for reference purposes. An infinite variety of requests for illustrative material was received from art instructors and students, teachers of parochial, private, public, and Sunday schools, interior decorators, club members, and a large number of persons not affiliated with any special activity. The interest in modern art called for featuring this subject during the year. Exhibits were held in the room, an annotated pamphlet was multigraphed for distribution, and a short list appeared in an issue of the library bulletin.

Exhibits were held at the Washington Building during inaugural week under the auspices of the National Capital Park and Planning Commission and at the National Press Club Building. A special exhibit of art material was held in the art room for a group of teachers of art history and interior decoration. (From the report of Dorothy H. Stokes, in charge of the art division.)

BOOK SELECTION AND ACQUISITION

On account of an inadequate book fund, many worth-while titles published during the year could not be purchased. In recent years the increase in the book appropriation has not kept pace with the growth of the library system and the demands of readers. This deficiency in its book supply is a source of much regret and greatly hampers the library service, limiting its usefulness. The accessions numbered 30,373 volumes. There was spent \$35,333.43 for 26,235 volumes, at an average cost of \$1.34 per volume, and \$2,835.81 for periodicals. The withdrawals numbered 13,755 volumes. The collection consists of 336,826 volumes, without counting uncatalogued pamphlets and clippings. Among the important gifts of the year were 751 volumes from the Evening Star, 461 volumes from the National Education Association, and 259 volumes from Miss Mary Brickenstein. (From the report of W. Taylor Purdum, chief, acquisitions department.)

CATALOGUE DEPARTMENT

Statistics show an increase in output; 28,337 volumes were classified and catalogued; of these, 4,916 were new titles and analytical entries for books of composite authorship and 24,451 were replacements, duplicates, and added periodicals, annuals, and incomplete sets. A systematic revision of the shelf list has been needed for some time. Much has already been done, and during the coming year the work will be carried on as time permits. Closer inter-departmental relations have been established between the information desk and catalogue department. At the information desk a notebook is kept in which are listed the questions asked and not answered by the catalogue. This gives the cataloguer opportunity to know how the public is using the catalogue and the answers show what the catalogue can and can not do. The experiment is working well. (From the report of Julia H. Laskey, chief, catalogue department.)

BOOKBINDING

Last year the latest in binding materials was featured. Approximately 1,250 volumes were bound in the 2-tone buckram and fabri-coid. Both materials are very attractive and help to brighten any bookshelf. Attention was given to a portion of the Washingtoniana pamphlet material. For this purpose bristol board was used almost exclusively and produced a very neat, attractive, and substantial binder. The binding division records for its output: Books bound, 11,373 volumes (including 6,250 by an outside firm); magazine numbers reinforced, 3,029; call numbers gilded, 2,866 volumes; books recased, 850 volumes; and pamphlets backed, reinforced, etc., 7,291. (From the report of Katharine A. Ruppert, supervisor of binding.)

EDITORIAL AND PUBLICITY WORK

The publicity service has consisted of the preparation of copy for 10 numbers of the library's monthly bulletin, Your library, routine announcements and news stories for the daily papers, regular articles for neighborhood weeklies, and occasional articles for such journals as the Trades Unionist, and the installation of exhibitions. These included book displays in store windows, an exhibit of books for homes in connection with the ideal homes exhibit, one of children's books in connection with the National Congress of Parents and Teachers, and one on adult education for the biennial convention of the Workers' Education Bureau. (From the report of Isabelle B. Hurlbutt, editorial assistant.)

THE LIBRARY STAFF

The library staff, though insufficient in numbers, is competent, well educated, well trained, forward looking, alert, actuated by high professional and personal standards of achievement.

As the library work expands or as vacancies arise by reason of resignations, the higher and intermediate positions are filled by promotion or by appointments from other libraries or from graduates of the library schools. Recent appointments include graduates of

the library schools of Michigan and Wisconsin Universities, and of Carnegie and Drexel Institutes.

The library also continued its cooperative relations with the George Washington University division of library science. During the past year the library supervised the practice work of six students, who worked in various library departments. From the last and from earlier classes the library, as formerly, makes appointments. For a second year also the library continued its cooperation with the university by conducting an advanced course in public-library administration through lectures given by the librarian and department heads.

For many years the librarian has regularly held a series of semi-monthly meetings of heads of departments and branch librarians for consultation, instruction, and inspiration. The group has now grown so large that a new plan has been adopted by which to the first meeting of the month a group of about 10 have been invited, and the meeting has been largely administrative. To the second meeting of the month about 40 have been invited, including advisory and other senior assistants, as well as heads of major and minor divisions and librarians of major and minor branches. These meetings are more for instruction. For the past year the programs have been chiefly based on the exposition and discussion of the new American Library Association textbooks, comparing the library's own procedures with those set forth in the textbooks.

Appeals for higher allocations have been granted during the year in the case of the director of reference work and the curator of the Washingtoniana division. The position of assistant librarian still awaits a more just allocation.

On December 6, 1928, the library suffered great loss by the untimely death of Elizabeth P. Gray, who had long served efficiently and devotedly as the library's supervisor of binding and curator of collection.

The library staff included 185 persons—156 in the library service (16 of whom are half-time employees), 22 messengers and pages (6 are on half time), 23 in the janitor service (8 on half time), and 6 bookbinders. The resignations numbered 61—29 from the professional, subprofessional, and clerical staff; 21 from the messenger and page force; and 16 from the building force. The turnover was therefore 34 per cent for the entire staff, exclusive of bookbinders, and 22 per cent exclusive of bookbinders, messenger, page, and building force.

THE AMERICAN LIBRARY ASSOCIATION CONFERENCE

The most important event of the year, from the viewpoint of the library staff, was the annual meeting in Washington during the week of May 13-18 of the American Library Association, which brought here nearly 3,000 librarians from all parts of the country and some from abroad. The conference was preceded by the Adult Education Institute, whose sessions, attended by about 75 librarians, were held in the central building of the Public Library, May 10-11. Inasmuch as ordinarily most of the members of the library staff are unable to attend the meetings of the national professional organization, the holding of the annual conference here this year meant much to the

staff. The general and sectional meetings were numerous, the exhibitions were varied and interesting, and the opportunity for meeting with librarians doing similar work elsewhere brought added knowledge, inspiration, zest, and professional zeal.

The conference also involved a large amount of work gladly given by many members of the library staff. The librarian served as chairman of the local committee, which also numbered several other members of the library staff, in addition to representatives from other libraries of the District, Maryland, and Virginia. Members of the library board likewise participated in the library's entertainment activities. Vice President Wendell P. Stafford reflected great credit on the library and charmed the membership of the association by his welcoming address. (See *Library Journal*, June 1, 1929, p. 476.)

THE LIBRARY'S URGENT NEEDS

This report has recorded a small decrease in book circulation. This may be accounted for by several causes, which in combination are serious handicaps to the library's progress.

The library's book fund is too small, in view of the multiplication of titles and the multiple copies which should be bought at constantly advancing costs. Many desirable titles can not be bought, or are represented by too few copies, so that readers become discouraged and stop coming to the library. The library is particularly short of funds to buy the copies of juvenile books needed in its eight children's rooms, and especially for its collection of duplicates sent to the public and parochial schools for lending to children.

The library's binding fund is again too small to bind all of the books that need rebinding and to bind them so promptly as to keep them out of use the minimum time. During the past year there was an unavoidable delay in letting the contract for binding of books by an outside binder, resulting in the withholding from use of a large number of books required for school work. This alone caused a decrease in circulation from the schools sufficient in size to account for the loss in book circulation.

The cramped condition of the central library, as it becomes more and more congested with books, staff, and readers, makes for delay in nearly every process and service. Lacking sufficient and convenient space for storage, wherever there is the slightest delay, as in the case of the binding contract, it means that books must be handled over and over, with resulting delays and lowered efficiency of service.

Lack of branches is another factor limiting the library's service. The neighborhood around the central library is more and more being given over to business, with many residents moving to points distant from the central library or any branch. Many new neighborhoods are building up in what till recently were vacant fields, and in sections far distant from any branch library. When persons living remote from any library do register as library users it is usually because of some emergency, since they live too far away for the regular use of the library. This condition of course weighs most heavily on children, though it means that the library practically does not exist for a large portion of the community.

The library force, though now more adequately paid, does not increase in numbers as rapidly as does the work. The library is con-

stantly striving to give better, more intelligent, more expert service at every point, and the public demands and appreciates such improved service. A steady increase in volume and improved quality require a constant enlargement of staff. The central library has always been understaffed. Every new agency has been started off with a staff too small to do the work that came to it as soon as it was opened, with the result that emergency demands for aid are constantly being made on the central library staff.

The library's urgent needs are, therefore, the following:

1. Enlargement of the central building properly to house the library's basic book collection and the central administration staff needed to purchase and prepare books for the library system and the throngs of readers who come to consult reference books or borrow books for home reading.
2. The prompt building, stocking, and maintenance of the branch libraries needed to supply library service to the two-thirds of the District's population now without library facilities and service.
3. A much larger book fund in order to meet promptly the reasonable demands of readers for the books they need.
4. A larger binding fund in order to maintain the collection in first-class condition, keeping every book out of use only the absolute minimum of time.
5. A larger staff to do more and better work at existing agencies and proper staffs at new agencies as established.

ANNUAL ESTIMATES FOR FISCAL YEAR 1931

In commenting on library finances it is appropriate to mention that, as required by the amended library law, moneys collected as fees, fines, etc., are not now expendable for library maintenance, but, since the close of the fiscal year 1927, have been turned over to the collector of taxes of the District of Columbia for deposit in the Treasury. Last year's collections totaled \$19,187.21. The small decrease from the receipts for 1928 resulted from the reduction from 2 cents to 1 cent a day in the fines collected from children for the retention of books beyond the allotted time.

The library's appropriation for the fiscal year 1930 amounts to \$355,090 for maintenance and \$35,000 for the purchase of a site for the northeastern branch library, a total of \$390,090. The estimates submitted by the library trustees amounted for maintenance to \$469,116, for a site for the proposed Georgetown branch to \$35,000, and for a building for the northeastern branch to \$115,000, a total of \$619,116.

The library estimates were drafted with the purpose of reinforcing the service of the present organization, of providing library service on alternate days at two colored schools, the Randall Junior High School and the Deanwood School, of erecting a building on the site already purchased for the northeastern branch library, for securing a site for a branch library in Georgetown, and an item of \$10,000 for the rental of overflow quarters in the vicinity of the main library.

The estimate by the Census Bureau of the population of the District of Columbia on July 1, 1930, the beginning of the fiscal year for which the 1931 estimates are drawn up, is 576,000. If the above

estimates entire of \$619,116 were to be appropriated, that would be but \$1.07 per capita. Deducting the item of \$10,000 for the rental of overflow quarters and those for the purchase of a site, \$35,000, and for branch library building, \$115,000, the balance of \$459,116 strictly for maintenance represents but 80 cents per capita. Contrast this with \$1 per capita set up by the American Library Association as the necessary minimum for municipal public library maintenance expenditures. Contrast it also with the library maintenance figures of certain other cities as given in the latest comparative table of public-library statistics of cities over 200,000 population for 1927-28, which gives Cleveland library maintenance expenditures as \$1.67 per capita, Boston as \$1.32, Minneapolis as \$1.02, and Indianapolis as \$1. In that table Washington's maintenance was but 56.3 cents per capita. In the same table of 39 cities having over 200,000 population Washington stood twenty-fourth in respect to maintenance provision for its Public Library.

The annual volumes of the Census Bureau's "Financial statements of cities having a population of over 30,000" have always shown that the Public Library here has received a disproportionately small percentage of the money spent for municipal maintenance as compared with the libraries of other cities. The latest issue gives the figures for 1926. This shows that in all American cities above 30,000 population an average of 1.3 per cent of all municipal expenditures for maintenance is devoted to libraries, that in cities over 500,000 population an average of 1.2 per cent of all maintenance expenditures is for libraries, and that in cities from 300,000 to 500,000 population an average of 1.5 per cent of all city maintenance expenditures is devoted to libraries. In Washington but 0.8 per cent of all the District's maintenance expenditures is devoted to library maintenance, or less than two-thirds of the average of all cities. Contrast the situation here with Cleveland, where 3.2 per cent of all city maintenance expenditures is devoted to library support; with Indianapolis, where 2.4 per cent of city maintenance expenditures goes to the library; and with Minneapolis, where the percentage of tax money devoted to the library is 2.2. For many years previous to 1926 the library's percentage was but 0.7. It is evident that the Public Library here is receiving a disproportionately small share of the tax money. If the library were granted even the average that prevails in American cities, it would not lag so far behind in number of branch libraries.

This report covers the twenty-fifth year of my service, since I became your librarian on September 1, 1904. Some of these years have been discouraging ones, but latterly progress has been accelerated, conditions have become better, and prospects brighter. For the continued confidence and support of the library trustees I wish to express my thanks.

Respectfully submitted.

GEORGE F. BOWERMAN,
Librarian.

THE TRUSTEES OF THE FREE PUBLIC LIBRARY.

APPENDIX TO LIBRARIAN'S REPORT

LIBRARY STATISTICS—AMERICAN LIBRARY ASSOCIATION FORM

Name of library: Public Library of the District of Columbia.

Annual report for the year ended June 30, 1929.

Population served: 552,000 (Census Bureau estimate for July 1, 1928).

Terms of use: Free for lending and reference.

Total number of agencies: 240. Consisting of: Central library, 1; branches, 3 (in their own buildings); subbranches, 4 (2 in their own buildings, 1 in school building, 1 in rented quarters); colleges, 4; schools, 186 (2,194 collections sent to 724 classrooms in 166 schools); stations, 11; playgrounds, 2; summer camps, 5; miscellaneous, 24.

Number of days open during the year (central library): 307 (closed Saturdays 12.30 p. m. June through September, 1928; Sundays and holidays through August, 1928; open Sundays and holidays, 2-6 p. m., September 9, 1928, through May, 1929; closed Saturdays, 4 p. m., June, 1929.)

Hours open each week for lending (central library): 72.

Hours open each week for reading (central library): 76 (Sundays and holidays open 2 to 6 p. m., September 9 through May 31).

Number of staff: 185 (25 are half time); library service, 134 (11 half time); messengers and pages, 22 (6 half time); janitor service, 23 (8 half time); book-binders, 6.

Hours of service per week required of staff: 40½ of library staff; 48 of building force.

BOOK STOCK

Number of volumes at beginning of year.....	320,208
Number of volumes added during year.....	30,373
By purchase.....	26,235
By gift or exchange.....	3,960
By binding.....	178
Total.....	350,581
Number of volumes lost or withdrawn.....	13,755
Total number at end of year.....	336,826
Of this number, there are in reference collections.....	25,739
Number of pamphlets received.....	5,750
Number of pictures, photographs, and prints added.....	2,030
Total number of pictures, photographs, and prints.....	66,198
Other additions: Maps, 74; charts, 1.....	75

Number of periodicals currently received: 566 titles; 1,184 copies; newspapers, 8.

Number of publications issued: Annual report, monthly bulletin, and several reference lists and miscellaneous.

USE OF COLLECTIONS

Number of volumes of fiction lent for home use (adult, 431,318; juvenile, 437,691)-----	869,009
Total number of volumes lent for home use (adult, 746,640; juvenile, 814,981)-----	1,561,621
Per cent of fiction of total volumes lent (adult, 57; juvenile, 53)---	55
Circulation per capita-----	2.83
Number of pictures, photographs, and prints lent for home use----	134,624

Other circulation: Many clippings circulated, but no record kept.

Number of persons using the library for reading and study: Large, but not recorded.

REGISTRATION

Number of borrowers registered during the year (adult, 16,200; juvenile, 8,391)-----	24,591
Total number of registered borrowers (registration period, 3 years) -	74,950
Per cent registered borrowers of population served-----	13.4

FINANCE

Receipts from—	
Congressional appropriations-----	\$355,236.64
Invested funds-----	80.00
Gifts-----	111.60
Interest on deposits-----	17.56
Other sources-----	225.83
Unexpended balance of donation fund from previous year-----	880.45
Total-----	356,552.08
Payments for maintenance:	
Library operating expenses—	
Librarians' salaries-----	242,904.60
Books-----	35,416.51
Periodicals-----	2,835.81
Binding-----	14,000.00
Supplies, stationery, printing, etc-----	3,552.35
Furniture, equipment, etc-----	3,791.22
Telephone, postage, freight, express, etc-----	2,249.22
Total-----	304,779.71
Building maintenance expenses—	
Janitors, mechanics, wages-----	26,130.40
Cleaning supplies and equipment-----	1,716.30
Building repairs and minor alterations-----	9,115.25
Rent-----	2,400.00
Heat and light-----	8,416.87
Other items-----	2,571.01
Total-----	50,349.83
Total maintenance expenses-----	355,129.54
Unexpended allotment, motor vehicles-----	481.42
Balance, donation fund-----	941.12
	356,552.08
Maintenance expenditure per capita-----	.643

REPORT OF TREASURER

July 1, 1928-June 30, 1929

Donation fund, including Henry Pastor Memorial fund, Woman's Anthropological Society fund, and vending-machine fund

George F. Bowerman, treasurer, in account with the Public Library:

RECEIPTS

To balance on hand June 30, 1928-----	\$880. 45
Interest on account-----	17. 56
Chevy Chase School-----	7. 10
James F. Hood-----	4. 50
Money found in building-----	13. 21
Woman's Anthropological Society fund-----	60. 00
Sale of Reading with a Purpose pamphlets-----	64. 50
Vending-machine fund-----	87. 77
Sale of magazines-----	37. 67
Unclaimed parcel-post deposits-----	13. 68
Woman's Club of Chevy Chase-----	90. 00
Henry Pastor Memorial fund-----	20. 00
Refund on Lantern Lists-----	9. 00
Friendship Citizens' Association-----	10. 00
Total -----	1, 315. 44

EXPENDITURES

Books-----	144. 76
Periodical subscriptions-----	56. 60
Vending-machine supplies-----	62. 50
Reading with a Purpose pamphlets-----	80. 96
Miscellaneous-----	29. 50
To balance on hand June 30, 1929-----	941. 12
	1, 315. 44

AUDIT BY FINANCE COMMITTEE OF LIBRARY TRUSTEES

We, the finance committee of the board of library trustees, hereby certify that we have had the accounts of the treasurer of the board audited, so far as the same relate to the donation fund, including the Henry Pastor Memorial fund, the Woman's Anthropological Society fund, and the vending-machine fund, receipts, and disbursements, and find that all the receipts have been collected and accounted for; that the disbursements are represented by canceled checks and vouchers, and that the same are correct. We also certify that the balance shown by the report of the treasurer corresponds to the balance in bank.

JOHN B. LARNER,
Acting Chairman.
FRANK J. COLEMAN.
Finance Committee.

WASHINGTON, D. C., October 3, 1929.

This is to certify that I have audited the "donation fund" account of the Public Library for the period July 1, 1928, to June 30, 1929, and find same to be correct with the reports of the treasurer of June 30, 1929.

The "donation fund" shows on June 30, 1929, a balance to its credit of \$941.12, which is on deposit in the name of the treasurer at the Washington Loan & Trust Co.

I have examined all vouchers for expenditures, checks, bank book, and reconciled the bank account.

Respectfully submitted,

ROGER S. QUINN, Auditor.

DESK RECEIPTS

July 1, 1928—June 30, 1929

Fines:

Issue department (central library)-----	\$6, 105. 63
Juvenile department (central library)-----	1, 420. 49
Technology department (central library)-----	880. 91
Mount Pleasant branch-----	3, 494. 50
Takoma Park branch-----	740. 90
Southeastern branch-----	1, 298. 08
Tenley subbranch-----	138. 01
Chevy Chase subbranch-----	571. 31
Eastern High School subbranch-----	246. 60
Conduit Road subbranch-----	44. 65
Stations-----	73. 61

Total-----	\$15, 014. 69
Duplicate collection-----	2, 162. 44
Reserves-----	427. 63
Reissued cards-----	292. 25
Books lost and injured-----	1, 206. 20
Nonresident fees-----	84. 00
Grand total-----	19, 187. 21
To collector of taxes, District of Columbia, for period July 1, 1928, to June 30, 1929-----	\$19, 177. 21
Additional change funds, Chevy Chase and Conduit Road-----	10. 00
Total-----	19, 187. 21

There was also paid to collector \$5.60 to cover theft from Takoma Park branch in November, 1927.

